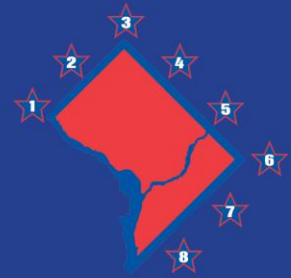


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Summer Youth Employment Program



HOW TO ENTER TIME FOR YOUTH

Step-by-step Instructions for the DOES Time Management System (TMS)

- 1) Go to www.summerjobs.dc.gov and click the "Employer" button. Click the link under the "Time Entry Information" heading.
- 2) Log in using your email and the password sent to you via email. If you forgot your password, enter your email address and click "Forgot Password" and your password will be sent to you.

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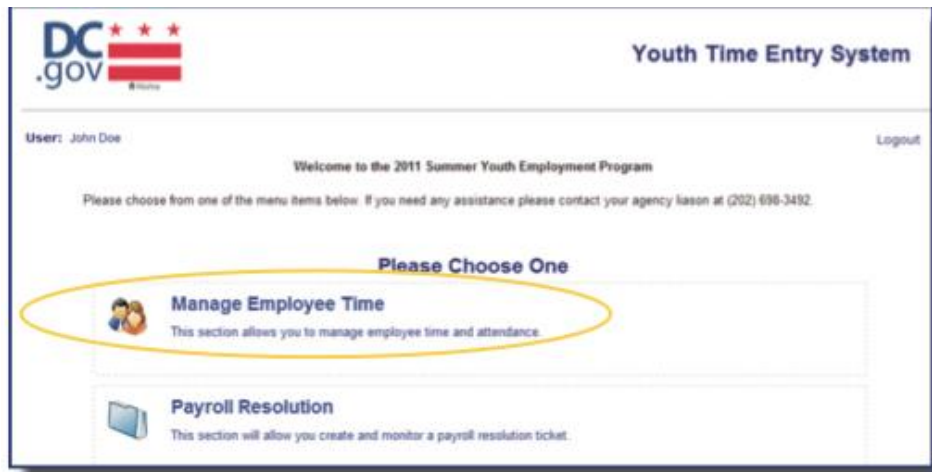
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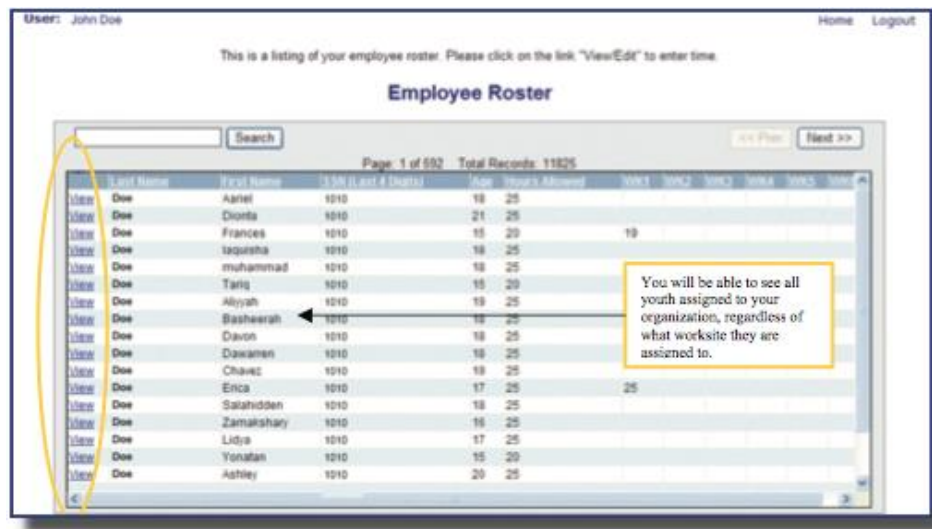
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3) To enter time for a youth employee, click “Manage Employee Time”.



4) You will be able to view the names of all youth assigned to the worksite(s) you are responsible for within your agency/organization. You can sort by Name, Age, or any other column you desire. You can also search for a specific youth by name by entering them in the search box. Once you have identified a youth who you would like to enter time for, click where it says “View” next to their name.



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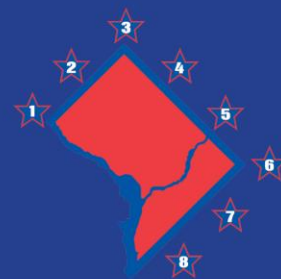


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5) Enter the total number of hours worked each day within the week displayed. The total number of hours will populate as you enter each day. You are permitted to enter time in whole or half hour increments only (.0 or .5).

Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1	Sat 7/2
0	5	5	5	5	6	0
TOTAL HOURS FOR THE WEEK						26
(Total Hours Allowed For This Participant Is: 25)						

* REMEMBER – Youth are not permitted to receive compensation beyond the total maximum hours allowed by the program. If you try to submit time for more than the allowable hours, the total will become red and you will not be able to submit time for that youth until the hours are adjusted.

If you have entered an appropriate amount of hours, the total will be in black. Click “Save Time” and you will receive a “success” message.

Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1	Sat 7/2
0	5	5	5	5	5	0
TOTAL HOURS FOR THE WEEK						25
(Total Hours Allowed For This Participant Is: 25)						

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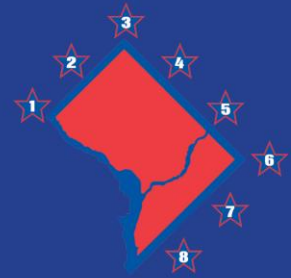


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6) Once time has been entered, click "Go Back" to return to the main screen and employee roster. You will now see that the total number of hours you entered is visible in the appropriate column for that week. You may now proceed to enter time for the next youth employee.

The screenshot shows the 'Youth Time Entry System' interface. At the top left is the 'DC.gov' logo with three stars. The title 'Youth Time Entry System' is on the top right. Below the title, there are links for 'Home' and 'Logout'. A message states: 'This is a listing of your employee roster. Please click on the link "View/Edit" to enter time.' The main section is titled 'Employee Roster' and contains a search bar, a search button, and navigation buttons for 'Prev' and 'Next'. Below this is a table with the following data:

	Last Name	First Name	SSN (Last 4 Digits)	Age	Hours Allowed	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6
View	Doe	Aariel	1010	18	25	25					
View	Doe	Dionta	1010	21	25						
View	Doe	Frances	1010	15	20	19					
View	Doe	Iaquisha	1010	18	25						
View	Doe	muhammad	1010	18	25						
View	Doe	Tariq	1010	15	20						
View	Doe	Allyyah	1010	19	25						
View	Doe	Basheerah	1010	18	25						
View	Doe	Davon	1010	18	25						
View	Doe	Dawarren	1010	18	25						
View	Doe	Chavez	1010	19	25						
View	Doe	Erica	1010	17	25	25					
View	Doe	Salahidden	1010	18	25						
View	Doe	Zamakshary	1010	16	25						
View	Doe	Lidya	1010	17	25						
View	Doe	Yonatan	1010	15	20						
View	Doe	Ashley	1010	20	25						

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HOW TO ENTER A PAY PROBLEM RESOLUTION TICKET FOR A YOUTH EMPLOYEE

- 1) Go to www.summerjobs.dc.gov and click the "Employer" button. Click the link under the "Time Entry Information" heading.
- 2) Log in using your email and the password sent to you via email. If you forgot your password, enter your email address and click "Forgot Password" and your password will be sent to you.

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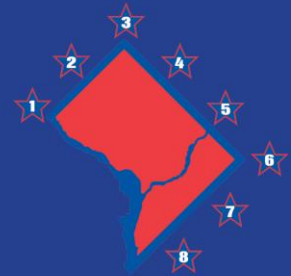


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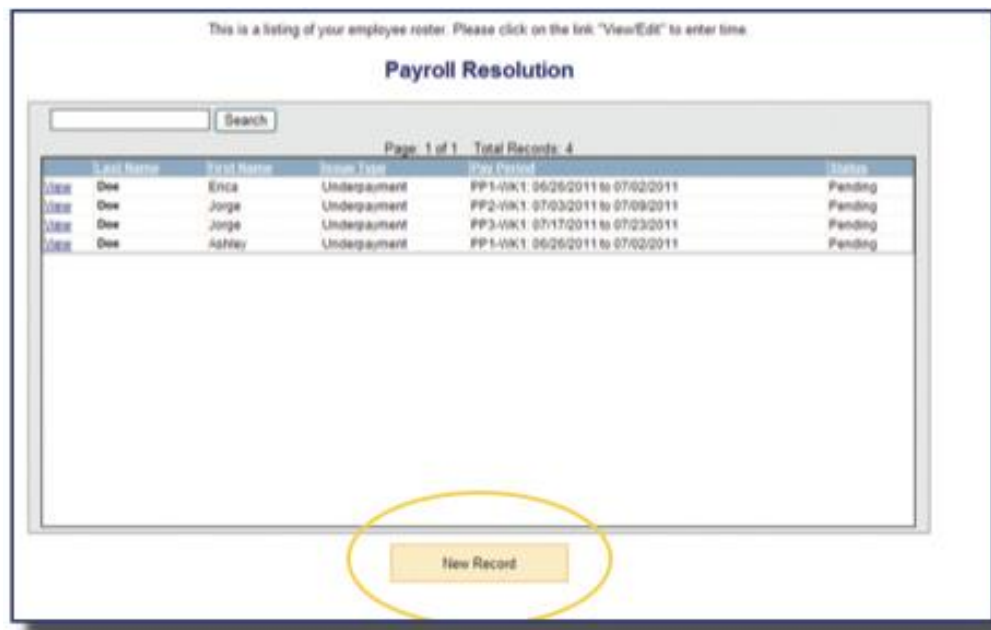
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3) To enter a pay resolution ticket for a youth employee, click "Payroll Resolution".



4) Scroll to the bottom of the page and click "New Record".



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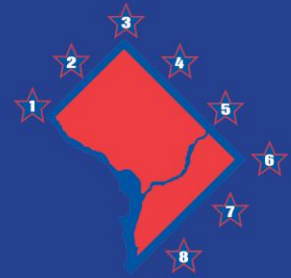


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5) Enter the appropriate information (Date of Issue, Type of Issue, Participant Name, Issue Description, and the Pay Week during which the issue occurred). Enter the **total number of hours worked by the youth on the specified days** and once you are done, click "Save",

Home Log

This is a listing of your employee roster. Please click on the link "View/Edit" to enter time.

Payroll Resolution - Issue Ticket

Issue Type Underpayment ▾

Date of Issue 06/23/2011

Participant Erica Doe

Issue Description Youth was not paid correctly.

Pay Period PP1-WK1: 06/25/2011 to 07/02/2011 ▾

Adj. Sunday Hours 0

Adj. Monday Hours 5

Adj. Tuesday Hours 5

Adj. Wednesday Hours 5

Adj. Thursday Hours 5

Adj. Friday Hours 5

Adj. Saturday Hours 0

Begin to type the name and a drop down menu will appear from which you can select the participant.

Be sure to note whether you are correcting time for Week 1 or Week 2 of the Pay period.

Enter the time so that it reflects how the participant's time sheet should have looked.

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6) When you return to the home screen you will see that your request is now in “Pending” status. When the request is approved or denied, you will be able to see it directly from the home screen. Once a request is approved, youth can expect to receive their pay within about 48 hours.

DC .gov

Youth Time Entry System

User: John Doe Home Logout

This is a listing of your employee roster. Please click on the link: "View/Edit" to enter time.

Payroll Resolution

Page: 1 of 1 Total Records: 4

View	First Name	Last Name	Undepayment	Payroll Resolution	Status
View	Doe	Erica	Undepayment	FP1-WK1: 06/26/2011 to 07/02/2011	Pending
View	Doe	Jorge	Undepayment	PP2-WK1: 07/03/2011 to 07/09/2011	Pending
View	Doe	Jorge	Undepayment	PP3-WK1: 07/17/2011 to 07/23/2011	Pending
View	Doe	Ashley	Undepayment	FP1-WK1: 06/26/2011 to 07/02/2011	Pending

New Record

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